

**\*Amended 15 SEP 2006**  
**NATIONAL GUARD OF ARIZONA**  
**HUMAN RESOURCE OFFICE**  
**5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495**  
**PHONE (602) 629-4822; DSN 853-4822**  
**WEBSITE: www.azguard.gov/hro**  
**EXCEPTED**  
**TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 06-269T    OPENING DATE: 17 AUG 2006    CLOSING DATE: \*30 SEP 2006**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**HUMAN RESOURCES ASST (MILITARY), GS-0203-07, TC80528E00, TSgt/E6**

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**APPOINTMENT FACTORS:    OFFICER ( )                      ENLISTED ( X )**

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<b>SALARY RANGE:</b> \$35,157 - \$45,701    PA	<b>SUPERVISORY ( )    MANAGERIAL ( )</b> <b>NON-SUPERVISORY/NON-MANAGERIAL ( X )</b>
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**LOCATION OF POSITION:**

**161<sup>ST</sup> AIR REFUELING WING (161<sup>ST</sup> ARW), PHOENIX, ARIZONA**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**Instructions for Applying:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and SF 181 Ethnicity and Race Identification.

.Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must be submitted with a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Supplement to Application for Employment for Knowledge, Skills and Abilities).**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona Air National Guard (161<sup>st</sup> ARW) and qualify for the following AFSC: 3S0X1**

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is **open to current members of the 161<sup>st</sup> Air Refueling Wing, Phoenix, Arizona Air National Guard**. Individual selected will receive an Indefinite Appointment that may be converted to Permanent once the position is no longer encumbered. If a permanent employee is selected they will receive the appropriate temporary promotion, temporary reassignment or other temporary action and may convert to permanent action if position becomes unencumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE: Applications must contain Optional Form 306 (Declaration for Federal Employment).**

**NOTE: Applications must contain AZNG Form 335-2-R (Supplement to Application for Employment, Applicable Knowledge, Skills and Abilities.)**

**NOTE: Position is being announced concurrently with AGR Announcement #06-269A**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of, and skill in applying a comprehensive body of military human resources rules, guidelines and instructions to provide technical support in the personnel readiness area and to research, study and analyze all aspects of personnel readiness programs.
2. Ability to analyze information, to determine its relevance and to provide options to management/supervisors/military members regarding appropriate course of action.
3. Analytical skill and judgment as well as knowledge of the mission of the wing and other units serviced.
4. Knowledge and skill in automated human resources systems.
5. Ability to communicate effectively, both orally and in writing.

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**SPECIALIZED EXPERIENCE:** Must have 12 months experience directing, planning, processing, or overseeing personnel actions in one or more of the following human resources areas: Career Enhancements, Customer Service, Employments, Relocations, or Readiness.

**\*BRIEF JOB DESCRIPTION:** This position is located within a Military Support Flight (MSF) of an Air National Guard (ANG) flying wing. Performs work in one or more military human resources specialties. Work requires use of an automated system. Incumbent performs duties necessary to accomplish human resources functions in support of programs essential to Wing and supported units ANG daily operations, training and readiness missions. Performs duties such as: Monitors administration of the officer/enlisted promotion system. Computes service dates as required. Assists in the management of the military awards and decorations program. Ensures accuracy of information input in the Defense Enrollment Reporting System (DEERS). Ensures personnel records are accurately maintained and updated. Provides assistance with the Point Credit Accounting and Reporting System (PCARS) program. Verifies information and prepares and prepares identification cards. Prepares and processes enlistment and appointment documents. Verifies accuracy of Unit Manning Documents. Participates in classification of personnel. Performs personnel relocation actions. Determines initial separation/retirement eligibility. Provides information to members on options and benefits and advises commanders. Supports Contingency and Exercise deployments and provides procedural guidance to wing/unit commanders, supervisors, staff members and unit deployment managers (UDMs) concerning deployment process. Provides input to the Wing/Unit commanders on strength and other readiness issues. Participates in management of deployment systems and assists with Personnel Support for Contingency Operations (PERSCO) mission readiness training. Ensures TDY processing meets requirements for deployments and participates in developing, establishing, and maintaining of work center training programs. Participates in preparation of and presents periodic briefings. Performs other duties as assigned

**SELECTING SUPERVISOR:** Lt Col Gerald Barnabas